



## QUICK REFERENCE GUIDE

# DOCUMENTING THE DESIGNATED LICENSED ADMINISTRATOR (DLA)

This document outlines how a district should properly designate, document, communicate and retain records related to its Designated Licensed Administrator (DLA) for purposes of reporting suspected sexual conduct and child abuse. Clear documentation ensures staff know exactly who to report to, supports legal compliance, preserves institutional knowledge and allows districts to respond quickly and appropriately when concerns arise.

### Maintaining Historical Records of your DLA's

Often, initial reports of sexual conduct and/or abuse by a school employee are made months or even years after the alleged event. While there is no legal requirement to maintain historical DLA designation records, it is best practice to do so. These records support continuity, accountability and effective investigation of delayed reports. In the absence of historical documentation, districts may have difficulty demonstrating compliance with statutory reporting requirements, and as a result, potentially put their insurance coverage at risk.

Oregon's sexual conduct law added the DLA requirement in July 2020. The requirement that school boards adopt policies designating a person to receive reports of suspected child abuse took effect in June 2005. The requirement that school boards adopt policies designating a person to receive reports of suspected sexual conduct took effect on July 1, 2010. Accordingly, it would be prudent for districts to maintain historical records identifying who served as their DLA dating back to July 2020, and who served as the designated recipient for reports of suspected child abuse and suspected sexual conduct dating back to June 2005 and July 1, 2010, respectively.

Additionally, districts should ensure that related governing documents, such as board-adopted policies, are retained in accordance with applicable records retention schedules. See, e.g., OAR 166-400-0010(28) ("Retain annual board adopted policy and district-wide administrative rules, official copy: Permanent").

Under Oregon law, school employees are required to report suspected sexual conduct and child abuse. Reports must be made to the district's DLA (or alternate DLA), who has specific legal responsibilities once reports are made, as well as to a law enforcement agency or the Oregon Department of Human Services.

#### When the DLA is not clearly documented or communicated:

- You are noncompliant with policy and Oregon law
- Reports may be routed to the wrong individual
- Critical timelines may be compromised
- Student safety may be put at risk

### Who can be your DLA

#### Your DLA and Alternate DLA:

- Must be a TSPC licensed administrator employed by an educational entity, such as a superintendent, HR director or principal, or
- It can be a non-licensed administrator but only when the educational entity does not require administrators to be licensed by TSPC.

### Posting DLA Contacts

Districts must document and post in each school building the name and contact information for the DLA and Alternate DLA.

\*See [PACE's Mandatory Reporting Poster](#) for posting this information

### Best Practice for Updates and Transitions

Whenever a DLA designation changes, districts should:

- Update all current postings and documentation immediately
- Document the change in your historical DLA log
- Effectively communicate the change to staff